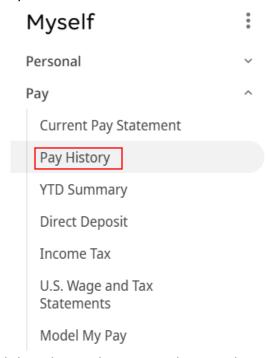
## Viewing and Downloading Paystubs

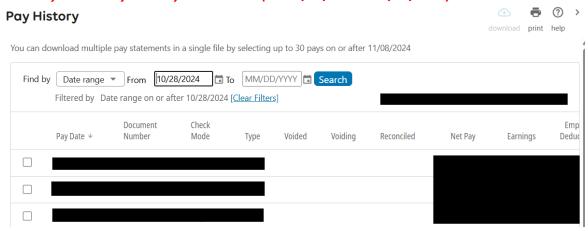


Tools/Systems	Ultipro
Notes:	How to view and download paystubs in Ultipro

1. Login into Ultipro > Pay > Pay History



- 2. You will now see your paystubs. Click on the pay date to view the paystub
  - a. If you would like to review paystubs from previous years, adjust the date range accordingly. *Please note you can only view 1 year at a time (ex. 01/01/2024 01/01/2025)*.



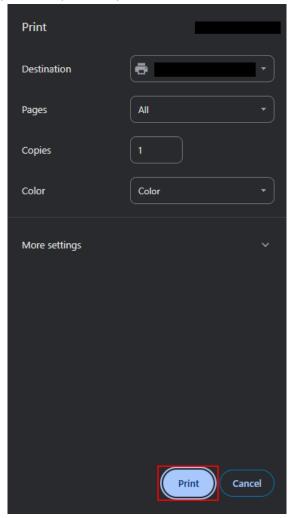
3. To download or print your paystub, select the pay date > once the pay statement opens click on "print"



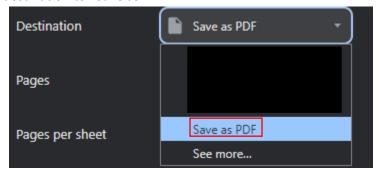
4. The print preview will load > select "print"



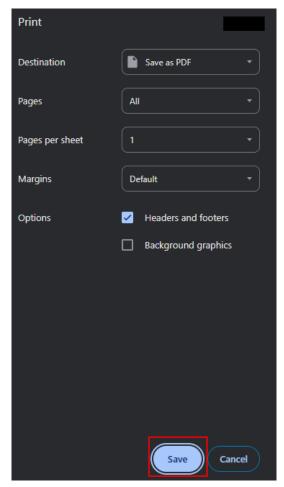
5. Adjust your destination to your preferred printer > print



6. To download, adjust the destination to "Save as PDF"



## 7. Select save



8. Save your paystub to your downloads or preferred folder. Adjust file name to your preference.